

**POLSON RURAL FIRE DISTRICT  
BOARD MEETING MINUTES**

**Fairgrounds Fire Station No. 1**

**December 18, 2019**

**6:00 p.m.**

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

**Board trustees present:** Fred Nelson, John Doty, Dick Wunderlich, Ron Roberts, R. Jack Clapp

**Board trustee absent:** None

**Staff:** Fire Chief Gordon R. Gieser, Secretary/Treasurer Bonnie M. Manicke.

**Guests/Visitors:** Alison Meslin, Jeff Veach, Jane Clapp, Matt Dougherty, Una Rose Graham.

**Call to Order** – {00:03} Chair Nelson called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**Minutes November 13, 2019** {00:49} – **Motion Trustee Wunderlich to approve minutes November 13, 2019. Trustee Roberts second.** Public comment: None. **Motion passed unanimously by voice vote.**

**Communications** {01:43} – Chief Gieser reported on the \$2,500 DNRC Grant notice of award. Certified letter number 7008 1300 0000 6599 7388, dated December 4, 2019 from collection agency to Blackwell Enterprises and a copy to Polson Rural Fire District regarding an October 22, 2019 insulation supply package for Polson Rural Fire District Station No.4, 36300 Caffrey Road, Polson. In compliance with the bond laws of the state of Montana, the notice is to inform the district that your bond may be looked to for payment for the materials and a lien may be claimed against the retained percentage. The notice is not intended to reflect on the character or credit standing of your subcontractor. Trustee Wunderlich commented it is a standard notice.

**Claims** {05:15} – Chair Nelson reported the checks were mailed prior to the meeting to avoid late fees. Noting the meeting is the third week of December. Chair Nelson and Trustee Clapp signed the checks. Trustee Doty questioned the Heiman Fire Equipment claim. Chief Gieser replied the component is a mounting track inside the WT-310 for tool storage. Trustee Roberts noted check #7245 Carol Swope category should be 501 firefighter stipend. Alison Meslin noted the firefighter stipend is a flat rate. Chief Gieser reported the membership voted the change to flat rate. **Trustee Wunderlich motion to pay claims. Trustee Doty second.** Additional public comment: none. **Motion passed by voice vote.** {Trustee Clapp abstained – {firefighter stipend}}.

**TREASURY REPORT FOR MONTH ENDING NOVEMBER 30, 2019** {09:04} – Lake County Treasurer reports current at November 30, 2019.

FUND # 7245 Operating Fund . . . . .	\$ 90,148.68
FUND # 7244 Voted Levy (5 mills with sunset) . . . . .	\$ 97,949.50
FUND # 7246 Capital Improvement Fund . . . . .	\$ 7,550.07
FUND # 7243 Voted Levy Operating Fund .(transition fund) . . . . .	\$ 18.25

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Check numbers 7296 - 7345, both inclusive \$ 12,097.12

Represents November, 2019 claims

Approved December 18, 2019

Public Safety:

Fire Chief payroll November 7, 21, 2019 (gross) \$2,923.08

Employer expense match SS & Medicare \$ 258.92

Quick books processing fee \$ 3.50

Deposit to Fund #7245 Operating Fund:

A1-101 deposits -

11/01/19 Receipt #A101-113894

SOM – DNRC – ACH

Invoice 19-320 D Hill fire \$ 564.15

Type 5

11/01/19 Receipt #A101-113895

SOM – DNRC – ACH

Invoice 19-322 D Hill fire \$ 610.63

Type 5

11/01/19 Receipt #A101-113897

SOM – DNRC – ACH

Invoice 19-323 D Hill fire \$ 767.96

WT - Type 3

Revenue deposit outstanding at 11/30/19

12/13/19 Receipt #A101-114352

VFCA Supplemental insurance payment FY 2019 \$450.00

Ck# 26340768 Polson Rural, Ck# 26340767 Big Arm, Ck# 26339210 Irvine Flats Station,  
each station \$150.00

12/13/19 Receipt #A101-114353 Ck#3410 Good Shepherd Lutheran Church \$300.00

Congregation Support 2019 WT-#310 upgrade.

12/13/19 Receipt #A101-114354 Ck#2410 V. Valiquette \$500.00 Thank you for your services  
354085 South Hills Way.

**Trustee Clapp motion to deposit \$300 donation from Good Shepherd Lutheran and \$500  
donation from V. Valiquette in fund #7246 capital improvement fund. Trustee Doty second.  
Motion passed unanimously by voice vote. Public comment: None**

Journal Voucher prepared by Scott Beggs, Lake County Finance -

12-31-19 JV#F-Pend. cash fund adjustment in accordance with FY 2018-2019 budget. Transfer  
included in cash balances month ending 11/30/19.

1) From fund #7245 operating 2019 budget DNRC wildland revenue \$2,253.24 (Includes 8/19  
revenue \$310.50)

To fund #7246 capital reserve.

2). From fund #7244 5-mill levy FY 2019-2020 debt service Admin.Vehicle \$5,817.45

To fund #7245 operating.

Loan balance 5,817.45 payments 5/31/20, 11/30/20

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Report data provided by Lake County Treasurer  
Booked 2019 Real Property Taxes  
Record date: November 30, 2019

	Booked FY 19-20	Collection to date 11/30/19	Outstanding 11/30/19	Collected
<u>Fund # 7244</u>				
Real Property Tax	74272.58	36503.66	37768.92	49.15%
<u>Fund # 7245</u>				
Real Property Tax	150921.90	74175.45	76746.45	49.15%
SOM entitlement {Remitted quarterly}	\$4,394.31	1098.58	3295.73	
Total anticipated revenue	229588.79	111777.69	117811.10	

**Trustee Wunderlich motion to approve the treasury report. Trustee Roberts second.** Public comment: none. **Motion passed unanimously by voice vote. Chair Nelson thanked Bonnie for the report.**

**CHIEF'S REPORT** - {17:19} Chief's report November, 2019 RFB meeting Dec. 18, 2019.  
Responses: 1). Vehicle rollover Highway 93 at Mission Valley Auto; 2). Vehicle rollover Back Road and Meadow Vista Way; 3). Ambulance assist 35192 Caldbeck Lane; 4). Vehicle vs deer Highway 35 and Orchard Lane; 5). Vehicle vs deer Highway 93 and Tower Road; 6). Vehicle vs deer Highway 93 and Wilderness Valley Road; 7). Electrical fire 36221 Dixon Lane; 8). Vehicle accident MM 74 Highway 93; 9). Stump on fire King's Point Road; 10). Vehicle accident MM 68 Highway 93 unable to locate; 11). Vehicle accident MM 67 Highway 93; 12). 2 vehicle accident Memory Lane; 13). Mutual aid to Ronan fire for a shop fire; 14). Illegal burn 27691 Early Dawn Drive; 15). Vehicle vs deer Caffery and Highway 93; 16). Vehicle vs building 35768 South Hills Drive; 17). Vehicle accident MM 57.5 Highway 93.

Administration:

Prepare DNRC grant paperwork  
Prepare PERS insurance rebate  
Setup and take down tables and chairs for Senior Citizens Center Thanksgiving Dinner  
Complete AFG grant update information  
Prepare fire report for insurance carrier for 36221 Dixon Lane

Repair and Maintenance:

Wt-310 mount pac rack compartment storage system ,mount NRCG required equipment  
Wt-326 install king mobile radio, install new antenna coaxial cable and roof ground plane,replace air conditioning blend door actuator, replace #4 discharge gauge, replace wiper blades, repair master vacuum gauge feed line  
E-318 repair p/s rear fresnel light  
E-328 check and repair hurst extrication tool power unit,install king mobile radio

Notice after November 30<sup>th</sup> by state rule all outdoor burning with the exception of cooking fires are prohibited. Trustee Roberts questioned the procedure to notice the outdoor burning compliance. Chief Gieser indicated as a general rule a warning is issued. DNRC issues a permit for burning; while the tribe issues a permit for burning on the reservation. Agriculture burning requires items of control on hand.

**MEMBERSHIP REPORT {29:01}** – Jeff Veach reported the Christmas party was held December 7<sup>th</sup> at the bowling alley. The event was enjoyed by those in attendance. Jane Clapp is in charge of the Christmas wrapping at Murdochs. Reggie Heiser and Verner Rose installed the extractor washing machine at the Fairgrounds Station. Chief Gieser offered a special thanks to Reggie for completing the project. Three trucks participated in the LDS food drive. Chief Gieser provided communications training. The annual appeal letters are being processed. Chair Nelson commented the Christmas party was a relaxed social event. The board thanked the volunteers for the special event. Jeff thanked Chief Gieser for the involvement and expertise to complete projects. The district is fortunate.

#### **Old Business:**

**UPDATE ON STATION NO. 4 36300 CAFFREY ROAD {34:18}** – Chief Gieser reported Una Rose Graham provides the port-a-potty to the job site beginning in June. The invoice is overdue. The bill is \$585 lift fees and interest began in September. Gordon contacted Cole Blackwell. Cole indicated the bill was not received; therefore Gordon copied the bill and emailed it. Trustee Clapp commented no additional construction payments will be issued to Blackwell Enterprises until proof of payment and lien releases are verified. Cole has been lax in communicating with Chief Gieser, Chair Nelson and the board. The construction payments are comparable to the construction on site. The district will move forward with the payment to Una Rose Graham, Outback Tiolets. Una Rose appreciates the boards assistance to pursue payment. Chair Nelson reported the six inside lights are installed. The outside lights will be installed shortly. The indoor wiring is exceptional. The bay doors are to set on Saturday. Jay Garrick, Lake County Road Department removed the broken concrete and leveled off the east end of the site. Chief Gieser commented if needed the project can be completed internally. Ceco did not reply to the inquiry regarding payment of the building construction package. The project delay facilitated the real property tax collections revenue without tapping the bank loan. The completion of the station will be recognized by ISO. Property owners within 5 road miles of the station will realize a reduction in property insurance premiums. Trustee Doty questioned the time line for water and sewer. Chief Gieser replied the district will work with Lake County to analyze the water & sewer utilities in the future. Public comment: None.

#### **NEW BUSINESS:**

##### **EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC) NORTHERN EMERGENCY MANAGEMENT**

**ARRANGEMENT COMPACT (NEMAC {49:36}** – Chief Gieser introduced the agenda item for the board and public consideration. The project is an alternate for contracted services. EMAC is a federal arrangement to shift the burden from the local taxpayer to the state and federal taxpayer system. Currently the district functions as an unoperated contract with the state of Montana within a number of western states zone. In October, engines from Montana

responded to California wildfire events. Currently the process changed from DNRC to EMAC. The fire departments are being dispatched through EMAC. The reimburse for services could be twelve months; which could impose a financial burden on the district. The wage payment system will be up front by the district and wait for reimbursement. Trustee Wunderlich expressed budget concern. The assignments are generally 14 days. In summary the compacts are an introduction and will be considered with additional review.

**PUBLIC INPUT ON NON-AGENDA ITEMS {01:19} None**

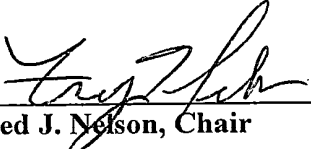
**ADJOURN {01:20} Trustee Wunderlich motion to adjourn. Trustee Doty second. Motion passed unanimously by voice vote.**

Chair Nelson thanked everyone for attending.

January, 2020 meeting re-scheduled to January 15, 2020 at Fairgrounds Station #1 6:00 p.m.

**ADJOURN 7:21 P.M.**

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Fred J. Nelson, Chair  
Dick Wunderlich Secretary-Treasurer  
Bonnie M. Manicke, Recorder

AGENDA

Polson Rural Fire District Trustees Monthly Meeting  
Wednesday, December 18, 2019

6:00 p.m. Regular Monthly Meeting

Station No. 1 Fairgrounds Station

25-B Regatta Rd.

Polson,, MT 59860

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Station 1 Phone 406 883 4244

\* TRUSTEES MEETING INCLUDES: COMMENT BY RAISING YOUR HAND

REVIEW MINUTES NOVEMBER 13, 2019

COMMUNICATIONS

BONNIE

REVIEW & APPROVE CLAIMS

CHIEF GIESER & BONNIE

TREASURER'S REPORT

BONNIE

CHIEF'S REPORT

CHIEF GIESER

MEMBERSHIP REPORT

CHAIR JEFF VEACH

• OLD BUSINESS

COMMENT BY RAISING YOUR HAND

UPDATE STATION NO. 4 36300 CAFFREY ROAD

CHAIR NELSON

CHIEF GIESER

• NEW BUSINESS

COMMENT BY RAISING YOUR HAND

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

NORTHERN EMERGENCY MANAGEMENT

ARRANGEMENT COMPACT (NEMAC CHIEF GIESER

• PUBLIC INPUT ON NON AGENDA ITEMS

ADJOURN

ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO  
ATTEND AND PROVIDE HELPFUL COMMENTS.

ALL ITEMS TO BE ON THE AGENDA MUST BE SUBMITTED 10 DAYS IN ADVANCE.

POLSON RURAL FIRE BOARD FUND #7245  
November, 2019 claims Approved 12/18/19 RFB

Num	Description	Memo	Category	Amount
7296	S Beacon Tire Center, Inc.	Inv#82452 U#300 4-Goodyear Wrangler Quantra tires	211 Vehicle Repair & Maint Supplies	-780.20
		Inv#82452 U#300 mount & balance	211 Vehicle Repair & Maint Supplies	-68.00
7297	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone (Landline) - Fairgrounds Stn.	-63.57
7298	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout	316 Water Fill Spout - Fairgrounds Stn.	-61.34
7299	Jack Clapp	Clothing Allowance 7/01/19 to 12/31/19	504 FireFghtr Stipend	-86.20
7300	Drew Hoel	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7301	Will Woodger	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7302	Martin Sago	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7303	Reggie Heiser	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7304	Gregg Perkins	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7305	Derrik Gerke	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7306	James McKee	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7307	Verner Rose	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7308	Justin Hoel	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7309	Ashlee Berens	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7310	Chris Moldenhauer	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7311	Kyle Yankey	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7312	Brian Loveless	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7313	Will Silverman	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7314	Brendeon Schoening	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7315	Chris McGuinness	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7316	Jakub Quintana	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7317	Cole Bick	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7318	Vince Rubino	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7319	Brad BigSam	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7320	Jeff Veach	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7321	Larry Newell	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7322	Matt Dougherty	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7323	Jane Clapp	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7324	Calvin Swope	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7325	Carol Swope	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7326	Ronnie Swope	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20
7327	Grant Clapp	Clothing Allowance 7/01/19 TO 12/31/19	504 FireFghtr Stipend	-86.20

Num	Description	Memo	Category	Amount
7328	S First Bank Card	11/8/19 KentworthSaleFenderRubberWT-326	211 Vehicle Repair & Maint Supplies	-48.52
		11/8/19 KentworthSaleActuator-Elect DoorWT-326	211 Vehicle Repair & Maint Supplies	-109.13
		11/14/19 Wal-Mart file fldr post-it notes rubber bands	220 Office Supplies	-17.71
7329	S Heiman Fire Equipment	Inv#0884191 5-dual trac 120"	208 Safety Equipment	-749.75
		Inv#0884191 1-Z mount for dual trac	208 Safety Equipment	-69.95
		Inv#0884191 2-24 pk channel nuts	208 Safety Equipment	-37.90
		Inv#0884191 1-track lock pk	208 Safety Equipment	-16.95
		Inv#0884414 4-mounting plates	208 Safety Equipment	-66.00
		Inv#0884191 Freight & handling	208 Safety Equipment	-449.90
7330	S Inland Truck Parts & Svc	2-Slide pin kit E-318	211 Vehicle Repair & Maint Supplies	-350.82
		1-air disc brake pads E-318	211 Vehicle Repair & Maint Supplies	-151.54
7331	S Istate Truck Service	Diag/tech svc Trk#308	211 Vehicle Repair & Maint Supplies	-17.78
		Labor Trk#308	211 Vehicle Repair & Maint Supplies	-254.00
		Shop supplies Trk#308	211 Vehicle Repair & Maint Supplies	-36.50
7332	S Kent D Bruce Co. LLC	Inv#5758 2-snap-in halo bulbs 50.70 E-318	211 Vehicle Repair & Maint Supplies	-50.70
		Inv#5758 freight E-318	211 Vehicle Repair & Maint Supplies	-15.89
7333	S L.N. Curtis & Sons	4-yellow strap handlelok WT-310	208 Safety Equipment	-151.80
		2-tool hanger WT-310	208 Safety Equipment	-70.20
		1-3.5" dual adaptor lock WT-310	208 Safety Equipment	-60.75
		Shipping WT-310	208 Safety Equipment	-14.17
7334	Lake County	Pymt#8 2016 Ram1500 SSVcrewCabPickup VIN 1C6RR7XT2GS235978	615 Loan w LakeCo ChiefsCommandVeh#	-2908.75
7335	Lorinda's Cleaning Svc.	Inv#1 Nov, 2019 Fairgrounds Station weekly cleaning	321 Cleaning Services - Fairgrounds Stn.	-125.00
7336	Bonnie M. Manicke	Clerk salary Semi-annl 7/1/19 to 12/31/19	510 Clerk's Salary - Annual	-1125.00
7337	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-128.69
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-10.05
		Location #2400744000	315 Electricity - Fairgrounds Station	-462.05
7338	S Montana Ace Polson	Inv225317316 WasherComplinstall@ Stn#1 FG	201 Operating Supplies	-47.44
		Inv225317329 WasherComplinstall@ Stn#1 FG	201 Operating Supplies	-5.51
		Inv22531535 WasherComplinstall@ Stn#1 FG	201 Operating Supplies	-29.70
		Inv225322085 fasteners	201 Operating Supplies	-3.76
7339	S North Ridge Fire Equip.	2-Wheel choc holder	208 Safety Equipment	-209.90
		1-flare container	208 Safety Equipment	-17.95
		1-faced gauge	211 Vehicle Repair & Maint Supplies	-55.90
7340	S Polson Auto Parts, Inc.	Inv 563434 20-screws WT-310	211 Vehicle Repair & Maint Supplies	-8.40
		Inv 564267 plug & coupler WT-326	211 Vehicle Repair & Maint Supplies	-7.59

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Num	Description	Memo	Category	Amount
7341	Republic Services	Acct #3-0889-0014329 Inv#0889-002494264	319 Disposal Service - Fairgrounds Stn.	-63.13
7342	S Stine Electronics, LLC	heavy equipment mount	206 Radios & Pagers, Repair	-75.00
		NMOBQ	206 Radios & Pagers, Repair	-50.00
		shipping	206 Radios & Pagers, Repair	-8.00
7343	UPS Store	Inv#83221752695717888077 001 ship WT-310 monitor	201 Operating Supplies	-44.75
7344	S WEX Bank	Truck #314	210 Gas, Diesel,Oil	-34.57
		Truck #301	210 Gas, Diesel,Oil	-144.81
		Truck #318	210 Gas, Diesel,Oil	-36.85
		Truck #300	210 Gas, Diesel,Oil	-149.63
		Truck #308	210 Gas, Diesel,Oil	-80.28
		Truck #313	210 Gas, Diesel,Oil	-15.84
7345	S Davis & Brown CPAs PC	Inv#5090 11/08/19 payroll tax; run pyrl w/rpts	345 Payroll Accounting Fire Chief Salary	-18.90
		nv#5090 11/20/19 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-16.80
TOTAL CLAIMS				-12097.12